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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 18 January 1956

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #3

1. SIGNIFICANT ITEMS:11. OTHER ITEMS:

A. Projects Underway

1. Revision of CIA Regulations [] into one regulation entitled, "Entrance-on-Duty Training." All comments received from other Agency components. Draft for official coordination under review by C/PPS. 25X1
2. OTR Regulation establishing a Speaker Index. DDTR revising.
3. Revised procedures for securing estimates of annual training requirements. Procedures and forms approved and forwarded for reproduction to ISB/SS.
4. Support Planning Guide for the Training Section, Support Annex to the Country Appendix, CS Cold War Plan.
5. Revision of CIA Regulation [] Draft awaiting policy suggestions from [] and procedural modifications from Administrative Branch. 25X1
6. OTR Regulation concerning the acquisition and control of student reading materials. Draft for internal coordination circulated and comments received. DDTR revising.
7. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
8. Headquarters military mobilization requirements. Requirements for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors.
9. OTR bulletin. Reissuance in modified form is contemplated. Example is being prepared.

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- B. The DD/I Training Liaison Officer meeting was held on Tuesday, 17 January. Among the subjects discussed were forms for training requirements for the next fiscal year; course changes which have been made in the Intelligence School; announcement of the area courses which are being scheduled by [redacted] for spring. Minutes of the meeting will be distributed the latter part of this week.
- C. Follow-up memoranda have been forwarded to the Chairman, CSPB Support Committee as amendments to the OTR comments on the NEA and SR country plans. These amendments resulted from meetings held with key officers of each of the respective divisions where questions raised in the initial papers were answered.

D. [redacted]

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- E. Chief, PPS, acted as chairman of the CIA Selection Panel, CIA Selection Board, to process applications into the Career Staff on 11 January 1956. During the proceedings of the Panel and in consideration of a Category C case, it was noted that a remarkable correlation existed between an assessment prepared by the A&E Staff, OTR, in 1951 and the performance of the subject on the job for which he had been assessed prior to appointment. The evidence brought to the Panel by the C/A&E/TR and the Deputy Chief, [redacted] SE (who had not seen the assessment) was strikingly similar. With this kind of validation of assessment, it would seem that supervisors could reduce the instance of malassignment to a minimum if they guide the assignments of personnel under their jurisdiction accordingly. In discussing this situation with C/A&E/TR he advised that the staff was conducting a series of meetings with administrative officers of the various DD/P divisions to acquaint them with the ways and means of using assessment reports as an instrument of effective personnel placement and management.

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